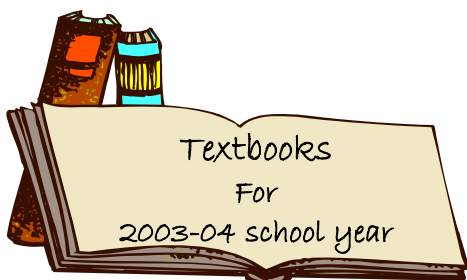




South Dakota Braillist Association Newsletter

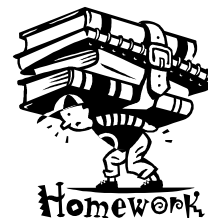


*Watch your thoughts; they become words.
Watch your words; they become actions.
Watch your actions; they become habits.
Watch your habits; they become character.
Watch your character; it becomes your destiny.*
--Frank Outlaw

From the President, *Connie Sullivan*

It doesn't possible but another school year is coming to an end.

Each year we send a letter to educators reminding them that it is time to get textbook orders in for those students who can not read standard print.



This year we are going to try and explain in greater detail what the production cycle is for textbooks in Braille, large print, and cassette recordings.

When a book is printed it is printed beginning with page one and continuing to the end of the book. This is the same process we follow when books are produced in large print, Braille, or on cassette. There are times that we cannot complete all books from beginning to end in time for the first day of class. If this is the case we will make sure that the student has the beginning of the book for the first day of class. For this reason it is important that we know for production purposes if material in each book will be used out of sequence. We can not have chapter seventeen ready on the first day of class when we think the teacher is going to start with chapter one. We cannot guarantee materials if changes are requested at a later date. All books are put in a queue and produced on a first in first out system.

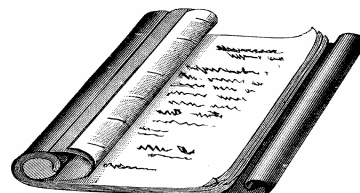
Because of the cost of Braille & large print books when we receive an order the first thing that we do is check with other resource centers throughout the country to see if we can borrow the book. We do this because of the cost of large print textbooks (from \$300.00 to \$700.00) and Braille textbooks (from \$700.00 to in excess of \$1,500.00). If we can not locate a copy to borrow we then send the order to our one large print production facility or one of our two Braille production facilities.

When the school receives a new print textbook with a 2003 copyright date that book has been in production for three to five years. The author(s) developed and wrote a draft of the book, graphic artists developed a draft of the charts, graphs, pictures and side bars. The book is then proofed for spelling/punctuation and reviewed for graphics. Then there is a second rewrite of the book and another review of the materials. Final corrections are made and the book goes to the printer. In most of the textbooks we are talking about a book that contains from a few hundred pages to books containing in excess of one thousand pages.

This same process must be followed in the production of Braille (all graphics must be created in raised line drawings) and (the standard rule 1=3) each print page equals three pages of Braille so now we are talking about proofing from a few hundred pages of Braille to books containing over 3,000 pages of Braille plus all the raised line drawings. Now all the volumes (approximately 100 braille pages per volume) need to be bound and then shipped to the student.

For recorded books the book is narrated word for word onto tape. The narrator must write a narration for each graphic that needs to be included in the book. This material is reviewed and corrections made before the final product is duplicated on numerous cassette tapes, labeled and packaged for shipment to the student.

For large print books the pages are enlarged but we keep the same number of pages. Because the size of the pages increases the large print book is bound in several volumes. The volumes are hard bound just like the original book and hard bindings take considerable time but it makes the book easier for the students to handle.



We hope from the information above you now have a better understanding of why we insist that orders for books be received no later than May 15th, 2003 to make sure that the student has the first part of the book if not the whole book by the first day of school in the fall.

Check out the Braille & Talking Book Web-site www.sdstatelibrary.com/b&tb/ for the textbook order form (use separate order forms for each student), library application, and other information about the library.

Article by Dan Boyd, Director of Information Services



US issues first coin with Braille, honors Keller

Reuters, WASHINGTON, Mar. 26 -

The first U.S. circulating coin with Braille markings was unveiled Monday - a quarter honoring Helen Keller, a U.S. pioneer for the rights of the disabled who overcame blindness and deafness.

The coin includes a picture of Keller, who died in 1968, with her name in text and Braille, the writing system for the blind. "This new quarter honors a citizen of Alabama whose exceptional courage and commitment to education provide enduring inspiration," said U.S. Mint Director Henrietta Holsman Fore in Tusculumbia, Ala., Keller's birthplace. Keller lost her sight and hearing as a small child, but later learned to speak and read though the help of a tutor, Anne Sullivan. She graduated from Radcliffe College with honors and worked on behalf of the disabled and women. While Braille has been used before in coins not meant for circulation, the Alabama quarter marks its first use in circulating coinage, Mint officials said.

Betsy S. Burnham, Committee Member.
Taken from the National Braille Association, Inc.
Volume 38, No. 4

As with all translation programs, it is essential that the user be well versed in Braille and Braille formats as found in Braille Formats: *Principals of Print to Braille Transcription* to create a quality Braille document.

Linear Style—this type of styles will affect the text from one hard return to another (paragraphs, headings, lists).

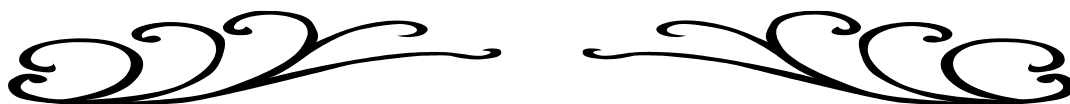
Those styles that end with a period in the Styles sub-menu (F8) are linear. All other styles are nestable.

To apply a style, highlight the word or paragraph to be formatted, press F8 and highlight the style you need.

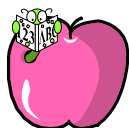
The most wonderful options now available in DBT result from the ability to write your own styles and templates. Under the Document Menu you will find the Add Styles function. You can choose an existing style to base your style on, and add or delete codes to meet your formatting requirements. For example, you can make a style for directions before exercise material which are to be blocked in cell 5 according to *Braille Formats*, by basing the style on the existing "note." style (begins in cell 7 with runovers in cell 5). Name it *directions.*" (The period is necessary, as this action [blocking text in cell 5] will apply from one hard return to another.) Delete the [tab 7] in the beginning code to have the text begin in cell 5.

However, if you want to be able to use the styles you create in **all** documents you open or create, you will need to create a new template. Once you have written all the styles you wish, go to the Document menu and choose **Create Template**. Type in a name for your new template (preferred) or type in the name of the template in use and press OK. Now every time you choose that template the styles you have written will be in the list of styles available when you press F8.

All of the information I have detailed above, and much more, is found in the "User's Guide." As you utilize these new functions in Duxbury you will find you can work more efficiently to ensure properly formatted Braille.



DOTS FOR TOTS.



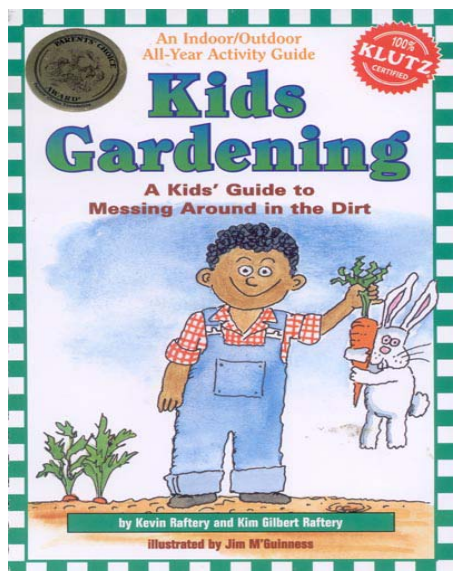
Braille Institute's free Braille book program for kids now includes multisensory kits for visually impaired preschoolers, two to six years old. *Each Dots for Tots* kit has three parts: a popular hardcover picture book with uncontracted Braille overlay, a descriptive audiotope and tactile toys that represent characters or objects in the story.

Contact: Braille Institute of America, Inc.,
741 N. Vermont Avenue,
Los Angeles, CA 90029. Phone (323) 663-1111.



I believe that children are our future. Teach them well and let them lead the way. Show them all the beauty they possess inside.

--Whitney Houston



Kids Gardening

by Kevin Raftery, Kim Gilbert Raftery

Illustrated by Jim M'Guinness

Large Print/Braille edition

One Volume, \$13.95

Includes free Seeds and Shovel!

Reading level: Ages 4-8

Activity level: Ages 4 -12.

Adult assistant recommended.

*The gardening book for any climate, any time,
any place, and any kid!*

Kids love to mess around in the dirt, and it's all the more fun when they have something to show for it! This entertaining project book

describes all the ins and outs of growing plants - both indoors and outdoors - and includes 25 projects and recipes for budding gardeners from Texas to Toronto!

Whether you want to grow an avocado seed in your kitchen window or plant an entire vegetable and wildflower garden in the back yard, this book has all the information you'll need in clear, easy-to-understand language. Most activities can be adapted for indoor or outdoor growing, making this a wonderful year-round gift. And since it's in large print and braille - on the same page - the whole family can get involved! We've also included a list of helpful tips from a blind gardener, six packets of seeds, and a handy trowel for digging.

"What a wonderful book to use as a guide in teaching your children how to garden. The illustrations are adorable and the instructions are clear and easily understood by young gardeners. This book is chock-full of information and fun activities for your children."

-A reader from South Carolina

This book was Winner of Canadian Toy Testing Council Award of Excellence, and won the NRDC International Eco-Award of Excellence Gold

To order this print-braille edition, send \$13.95 (same price as print book) to:

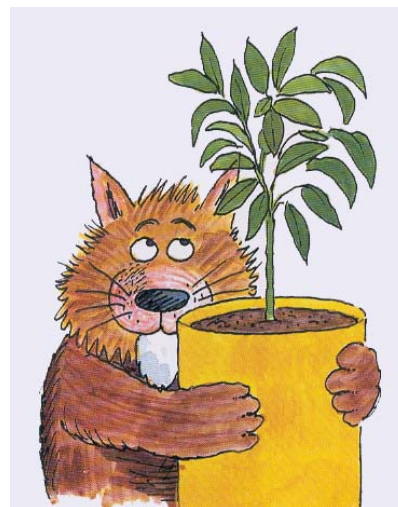
National Braille Press

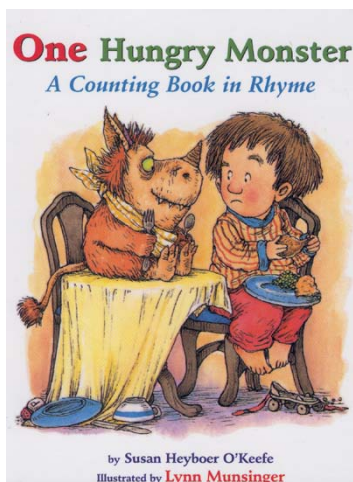
88 St. Stephen Street, Boston, MA 02115

Toll-free: (800) 548-7323

FAX (617) 437-0456

orders@nbp.org





April 2003 Book Selection

One Hungry Monster

A Counting Book in Rhyme

Written by Susan Heyboer O'Keefe

Illustrated by Lynn Munsinger

Print-braille board book edition, \$5.95

Ages baby-Preschool

One hungry monster

Underneath my bed,

Moaning and groaning

And begging to be fed!

That's how this monstrous adventure begins. What follows is a hilarious romp as a young boy tries to keep his naughty but loveable guests under control - but it's a losing battle as they make their way through the house in search of food. Rollicking rhymes describe the action as the little monsters slide down banisters, swing from chandeliers, and wreak havoc in the kitchen. Once the boy assembles all 10 ravenous beasts, he brings out different amounts of food (one jug of juice, 2 loaves of bread, and so on), allowing readers to count to 10 again.

Here's a rambunctious story, full of mischief and fun, that's sure to have young children giggling - and counting! And the board book format is perfect for little hands.

"A treasure - a classic to read aloud over and over again. I give a copy of this book to every new parent I know because it brought such joy to our house. The illustrations are gloriously creative and funny. The rhyme is unforgettable."

-An Amazon.com Reader

"Our favorite book. We love reading this book to our six month old. It has a rhythm to it that makes it so much fun. The illustrations are adorable and the story-line is very creative. The cardboard books are best for a young baby who likes to turn the pages too." I give this book as gifts all the time.

-An Amazon.com Reader

To order this print-braille edition, send \$5.95 (same price as print book) to:

National Braille Press

88 St. Stephen Street, Boston, MA 02115

Toll-free: (800) 548-7323

FAX (617) 437-0456

orders@nbp.org

Taken from Tuesday's Tip with Dr. Zimmerman #50 newsletter. "© Dr. Alan R. Zimmerman, CSP, 2003. Reprinted with permission from 'Dr. Zimmerman's Tuesday Tip,' a weekly internet newsletter.



Four frogs are sitting on a log. One decides to jump.
How many are left?

Comment:

What's really needed is COMMITMENT and ACTION.

The great explorer, Captain Cook, knew that more than 200 years ago when he named his ships "Resolution", "Endeavor", and "Discovery". In fact those three words wouldn't be a bad motto or a bad process for organizations to follow in the 21st century.

People ask me if change takes time. I say "No. It takes commitment." We can't have people behaving like the Kamikaze pilot who flew 188 missions. He was busy, but he wasn't committed. If you or your organization are facing a change and want it to go well, you have to do more than decide. You've got to make a commitment.

The comedian, George Burns, commented on that when he was in his 90's. He said, "When you think you're right, stick to your guns, no matter how much opposition you have to put up with. As Gracie said on one of our shows, 'They all laughed at Joan of Arc, but she didn't cave in. She went right ahead and built it.'"

Once you've made a commitment, you've got to take some ACTION.

It's like the frog on the log. He had to do more than decide. He had to act. Captain Cook said "To strive, to seek, to find, and never to yield." Or as I would say, decision without action is nothing more than hallucination. Go ahead and take some action.

Action:



Be honest with yourself. Look at some areas of your life where you have decided to change but not much is happening. Perhaps you decided to lose some weight, start exercising, or be more assertive. Pick one such area today and actually COMMIT yourself to doing something.

Literary vs. Textbook Format

Whenever you begin a new transcribing project, with or without braille translation software, there is some planning to do before you start data entry. There are a number of things to look for in the first scan through the book: Check to see if there are a large number of foreign words, a table of contents or index, and graphs or pictures in the book.

One of the first things you must decide is whether to use textbook or literary format. Sometimes, the agency that assigns the transcribing job makes this decision for you. Here are some guidelines for when you have to decide yourself. Textbook format uses inkprint page indicators; literary format does not. When there is any possibility that the braille reader needs inkprint page indicators, use textbook format. Both formats may be used with or without running heads. Textbook and literary formats are also different from each other in the way they handle preliminary pages, indexes, and certain special cases such as tables and graphs.

In general, literary format allows the transcriber a certain amount of latitude. The overriding concern of textbook format is to represent things in braille EXACTLY as they appear in print. Anything added or omitted in the transcribing process must be explained in a transcriber's note.

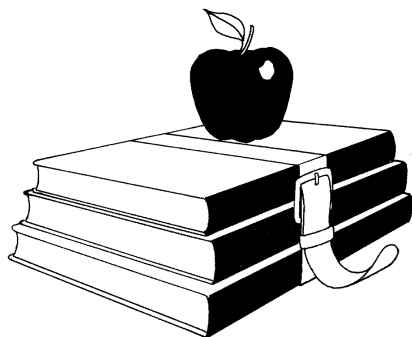
Literary Format

In literary format without a running head, text appears on every line of the braille page. The braille page number appears in the rightmost cells of the first line, with at least three blank cells before the number. Text on the first line must break to allow room for this.

Literary format with a running head has text on lines 2 through 25. Line 1 begins with at least three blank cells, followed by the running head, at least three more blank cells, and the braille page number.

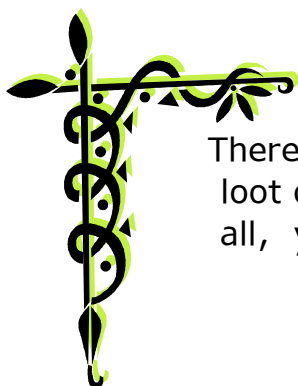


Textbook Format



The major difference between textbook and literary formats in the main body of text is inkprint page indicators. Textbook format has them; literary format doesn't. For textbook format with no running head, text appears on every line. On line 1, the inkprint page indicator appears in the rightmost cells with at least three blank cells before it. The braille page number appears in the rightmost cells of the last line on the page. Again, at least three blank cells are placed before the Braille page number.

Textbook format with a running head has text on lines 2 through 25. Line 1 begins with at least three blank cells, followed by the running head, at least three more blank cells, and the inkprint page indicator. Line 25 breaks the text to allow room for three blank cells and the braille page number at the end of the line.



There is more treasure in books than in all the pirate's loot on Treasure Island . . . and best of all, you can enjoy these riches every day of your life.

--Walt Disney





New from National Braille Press

Pillsbury Fast and Healthy Cookbook: Easy Recipes for Everyday by The Pillsbury Co \$12.95

Tired of healthy food that's bland? Are you looking to eat better not just for your hips, but your tongue as well? Well, look no further.

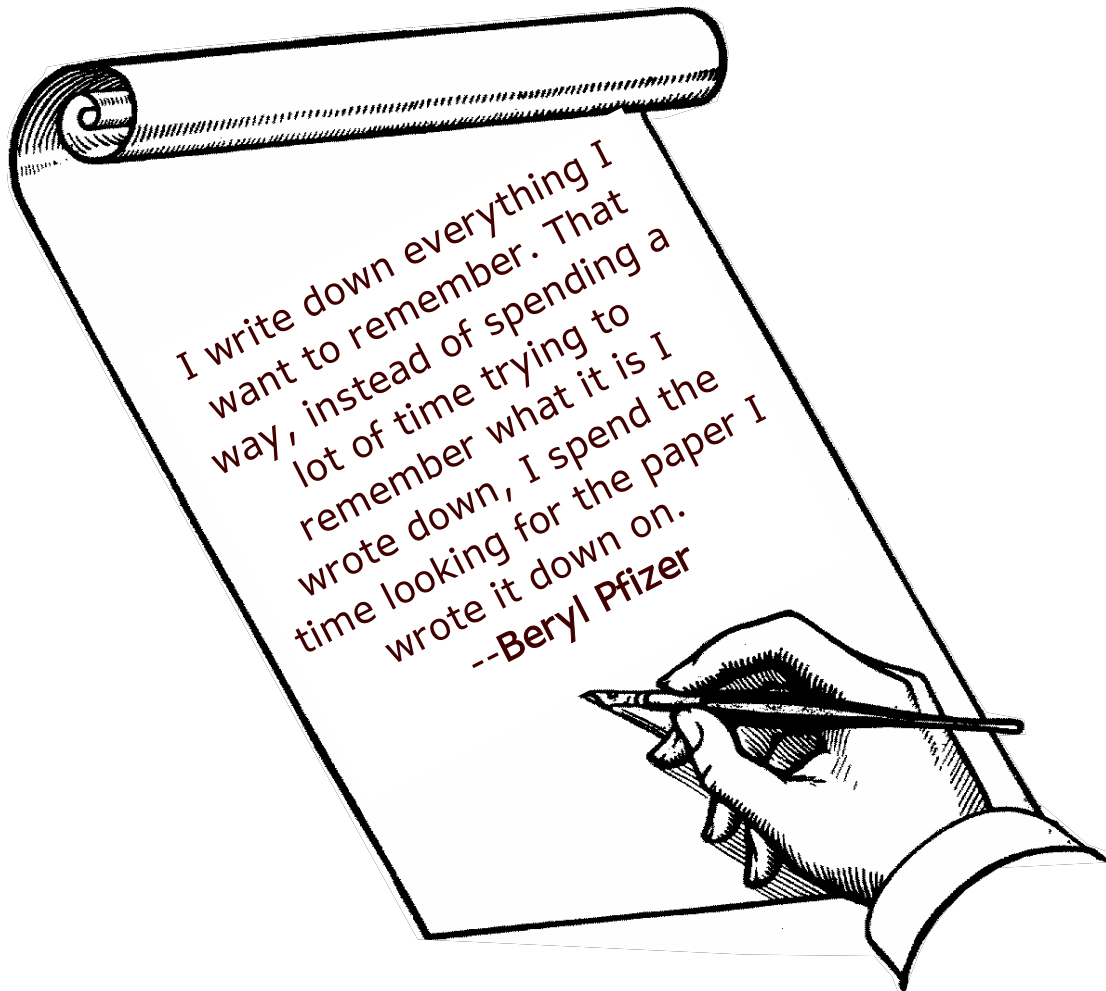
Here are 71 low-fat or reduced-fat recipes selected from Pillsbury's Fast and Healthy Cookbook, along with many tips and techniques, information on choosing the best ingredients, and detailed nutrition analyses. Prep times are also given, and most recipes take under 30 minutes. The recipes are organized into these categories: Soups; Poultry; Beef, Pork & Lamb; Fish & Seafood; Meatless Entrees; and Side Dishes.

If other healthy books have left you stranded, give this one a try.

Read more about this book - and the recipe list - on our web site at <http://www.nbp.org/pillsbury.html>



How can you get very far,
If you don't know Who You Are?
How can you do what you ought,
If you don't know What You've Got?
And if you don't know Which to Do
Of all the things in front of you,
Then what you'll have when you are through
Is just a mess without a clue
Of all the best that can come true
If you know What and Which and Who.
--Benjamin Hoff, from the *Tao of Pooh*



I write down everything I
want to remember. That
way, instead of spending a
lot of time trying to
remember what it is I
wrote down, I spend the
time looking for the paper I
wrote it down on.
--Beryl Pfizer

April Rain Song



Let the rain kiss you.
Let the rain beat upon your
head with silver liquid drops.
Let the rain sing you a lullaby.



The rain makes still pools on the sidewalk.
The rain makes running pools in the gutter.
The rain plays a little sleep-song on our roof at night ---

And I love the rain.

Langston Hughes (1902-1967)

